



State Contracting Recognition Awards 2000

for Outstanding Achievement by State Agencies in Furthering
Small Business and Disabled Veteran Business Enterprise
Participation in State Contracting

CALL FOR NOMINATIONS

California is home to two and a half million small businesses.

Ninety-eight percent of all California businesses are small.

Half of all California employment is in small business.

In California, SMALL Business is a BIG Deal!

For the first time, the State Contracting Small Business Advocate Forum will honor state departments for outstanding achievements in advocating for and contracting to small business and disabled veteran business enterprises (DVBE). Recognition will go to those departments who developed and implemented creative ideas for increasing small business and DVBE participation in their contracting programs.

The importance of small business to the California economy is well-documented. Nearly 30 years ago, the California State Legislature instructed state agencies to "aid, counsel, assist, and protect...the interest of small business...." Now, those state agencies will be officially recognized for their efforts.

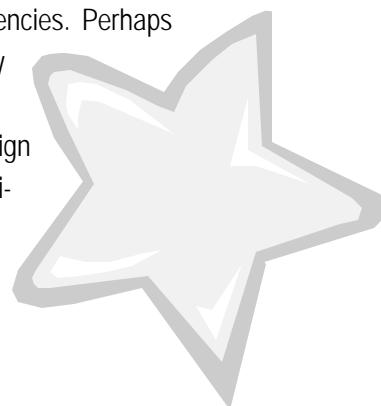
A panel of judges from throughout the small business industry will select from the "Best Practices" nominations submitted by state agencies. Six awards will

be given: one Gold, two Silver, and three Bronze. Winning agencies will be announced at the Recognition Ceremony, September 6, 2000, and their winning ideas will be presented.

Who Should Submit

All state agencies are encouraged to submit their creative ideas for increasing small business and DVBE participation. It doesn't matter if your agency didn't rank highest in its annual small business participation statistics. We understand that some ideas take time to implement.

The judges are looking for innovative ideas that can be duplicated by other agencies. Perhaps your agency did a direct mail campaign to local businesses, encouraging





Remember, the
key word is
“EDUCATION”

We want to
hear your best
ideas and let
other agencies
know what
worked and
what didn't.

them to become certified. Or maybe you had exceptional executive level support that gave you the freedom and direction you needed to implement a new method of attracting small and disabled-veteran businesses.

Whatever your success—no matter how big or how small—we want to hear about it.

The Judges

We're brought together a panel of judges with years of experience advocating for small and DVBE business:

EDNA BRUCE

Director, County of Los Angeles,
Office of Small Business.
Member, Department of General
Services, Small Business Council.

AARON B. CHONG

Manager, City of Sacramento, Of-
fice of Small Business Develop-
ment. President, Sacramento Re-
gional Business Opportunities Part-
nership.

DR. WILLIAM H. LEE

Publisher, *The Observer*
Newspapers.
Member, Department of General
Services, Small Business Council.

DANIEL W. ROBERTS

President, California DVBE Alliance

CATHY WALTERS-GILICK

General Manager, Small Business
Advocacy Program, Pacific Bell
Directory

Deadline

Electronically submitted nominations must be received by OSBCR no later than 5pm, June 1, 2000; mailed nomi-

nations must be postmarked no later than **Thursday, June 1, 2000**.

For more information, please contact Eileen Ochoa, SB/DVBE Awards Coordinator, at (916) 322-3521 or eileen.ochoa@dgs.ca.gov.

A Few Tips for Success

Tip #1: Don't worry if your program or idea isn't perfect. We know that many of the State Contracting Small Business Advocates have recently taken on a big job, and they're still learning. Remember, the key is EDUCATION. We want to hear your best ideas and let other agencies know what worked and what didn't.

Tip #2: Focus each nomination on a particular idea or project. Don't try to put *everything* your agency has ever done in one nomination. Remember: you can submit more than one nomination. So, if you had 2 great ideas (or 3 or 4!) submit them each separately.

Tip #3: You're not in this alone! If you have any questions, or if you just want to talk over your idea with someone, please contact Eileen Ochoa, Awards Coordinator, at (916) 322-3521 or eileen.ochoa@dgs.ca.gov.

Some Ideas to Get You Started

Consider these areas when preparing your nomination:

Executive Support

Executive support has been identified as the most critical element to promote Small Business and DVBE Participation Program success.

Customer Service

The business community is encouraged (or discouraged) from participating in state contracting based on the level of customer service they experience from state contracting and purchasing officials, small business advocates and other staff.

Contract Simplification

To facilitate the participation of small business and DVBEs in state contracting, awarding departments are to simplify state contracting requirements, processes and offer assistance.

Electronic Commerce

For California and its business community to remain competitive and successful, we must drive the future of electronic commerce.

Education

A state contracting partnership is only as strong as its weakest member. Developing the skill, knowledge and expertise of state contracting and purchasing officials and the business com-

munity is essential.

Outreach

Without awareness of state contracting opportunities and the Small and DVBE Participation Programs, many of our other efforts would result in minimal benefit.

Reporting

Participation reporting is necessary to assess program effectiveness.

Certification

California has chosen formal certification as the criterion for the Small Business and DVBE Participation Programs. Formal certification ensures the program reaches eligible businesses.

Public/Private Partnerships

Many state agencies are stakeholders in specific industries. Strategic partnerships between state and private sector or non-profit organizations optimize resources, increase benefits, and promote small business and DVBE participation.

Prompt Payment

Prompt payment is the number one concern of the business community and the biggest barrier to small business and DVBE participation.



Important Dates

June 1, 2000

Nominations Due. Electronically submitted nominations must be received no later than 5pm, June 1, 2000; mailed nominations must be postmarked no later than June 1, 2000.

September 6, 2000

Awards Ceremony. Secretary of State Auditorium, 1500 11th Street, Sacramento. Invitations to this event will be mailed in July.



Nomination Requirements

All nominations must include the following:

1. The information requested on the Nomination Form (at right);
2. An executive summary (no more than 250 words). This summary will be posted on the website; and
3. A written nomination containing:
 - a. Project description, including project implementation date.
 - b. A discussion of how the project improved (or has the potential to improve) Small Business and/or DVBE participation at your agency.
 - c. A description of lessons learned. You may wish to address what worked and what didn't work; what you'd do different the next time around; or how other agencies could modify the idea to make it work for them.

Submitting Your Nomination

E-mail an electronic copy, containing all information requested above, to:

eileen.ochoa@dgs.ca.gov

E-mailed nominations must be received by 5pm, June 1, 2000.

If you do not have E-mail capability:

Mail a hardcopy of your completed nomination form and required attachments to:

SB/DVBE Awards Coordinator
Department of General Services
Office of Small Business Certification and Resources
1531 I Street, Second Floor
Sacramento, CA 95814-2016

Mailed nominations must be postmarked no later than June 1, 2000.



State Agency Recognition Awards 2000

NOMINATION FORM

State Agency Being Nominated: _____

Title of Nomination: _____

Contact Person: _____

Job Title: _____

Mailing Address: _____

Phone: _____

Fax: _____

E-mail: _____

Person nominating: _____
(if different than contact person above):

Phone: _____

Fax: _____

E-mail: _____

Required Attachments:

1. Executive summary
2. Written nomination

